

Office of the City Attorney

Richard Doyle, City Attorney

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T*he Office of the City Attorney serves as legal counsel to the City, its Boards and Commissions, and the Redevelopment Agency, with the goal of protecting and advancing their interests*

City Service Areas

Strategic Support

Core Services

Legal Representation

Advocate, defend, and prosecute on behalf of the City and Redevelopment Agency's interests

Legal Transactions

Provide oral and written advice on legal issues and prepare documents to implement official City and Redevelopment Agency actions

Strategic Support: Office Management and Analysis, Fiscal Control/Budget Preparation, Personnel Administration/Employee Services, Computer Network Management, Facility Management, Records and File Maintenance, Law Library Maintenance, and Overall Contract Administration

Office of the City Attorney

Department Budget Summary

	2002-2003 Actual 1	2003-2004 Adopted 2	2004-2005 Forecast 3	2004-2005 Proposed 4	% Change (2 to 4)
Dollars by Core Service					
Legal Representation	\$ 5,469,981	\$ 5,727,456	\$ 6,070,150	\$ 5,737,322	0.2%
Legal Transactions	4,883,870	5,403,842	5,509,736	5,076,072	(6.1%)
Strategic Support	1,505,953	1,504,430	1,551,862	1,478,782	(1.7%)
Total	\$ 11,859,804	\$ 12,635,728	\$ 13,131,748	\$ 12,292,176	(2.7%)
Dollars by Category					
Personal Services					
Salaries/Benefits	\$ 10,984,754	\$ 11,408,326	\$ 11,905,346	\$ 11,106,795	(2.6%)
Overtime	11,712	31,068	31,068	31,068	0.0%
Subtotal	\$ 10,996,466	\$ 11,439,394	\$ 11,936,414	\$ 11,137,863	(2.6%)
Non-Personal/Equipment	863,338	1,196,334	1,195,334	1,154,313	(3.5%)
Total	\$ 11,859,804	\$ 12,635,728	\$ 13,131,748	\$ 12,292,176	(2.7%)
Dollars by Fund					
General Fund	\$ 10,400,381	\$ 10,878,395	\$ 11,326,709	\$ 10,487,137	(3.6%)
Airport Maint & Opers	510,997	559,619	589,905	589,905	5.4%
Home Invest Partnership	N/A	41,363	45,664	45,664	10.4%
Low/Mod Housing	503,468	489,978	486,294	486,294	(0.8%)
Sewer Svc & Use Charge	346,092	367,090	373,105	373,105	1.6%
Treatment Plant Operating	98,866	103,308	103,992	103,992	0.7%
Workforce Investment Act	N/A	195,975	206,079	206,079	5.2%
Total	\$ 11,859,804	\$ 12,635,728	\$ 13,131,748	\$ 12,292,176	(2.7%)
Authorized Positions	101.62	98.62	94.62	90.62	(8.1%)

Office of the City Attorney

Budget Reconciliation

(2003-2004 Adopted to 2004-2005 Proposed)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2003-2004):	98.62	12,635,728	10,878,395
Base Adjustments			
Technical Adjustments to Costs of Ongoing Activities			
● Salary/benefit changes and the following position reallocations:		407,011	359,305
- 5.0 Deputy City Attorney to Sr. Deputy City Attorney			
● Attorney's Office Staffing Levels-		394,475	394,475
Restoration of 1.0 Legal Analyst, 2.0 Legal Administrative Assistant, 1.0 Sr. Deputy Attorney			
● Changes in vehicle maintenance and operations costs		(1,000)	(1,000)
Technical Adjustments Subtotal:	0.00	800,486	752,780
General Fund 100 Vacant Positions Elimination Plan			
<i>(Approved by City Council 3-23-04, see Appendices for more info)</i>			
● Legal Administrative Assistant	(1.00)	(69,416)	(69,416)
● Legal Administrative Assistant	(1.00)	(69,416)	(69,416)
● Legal Analyst II	(1.00)	(82,817)	(82,817)
● Legal Analyst II	(1.00)	(82,817)	(82,817)
General Fund 100 Vacant Positions Subtotal:	(4.00)	(304,466)	(304,466)
2004-2005 Forecast Base Budget:	94.62	13,131,748	11,326,709
Investments/Budget Proposals Recommended			
Legal Representation			
Strategic Support CSA			
- Temporary Attorney Staffing Reduction		(216,174)	(216,174)
- Office Supplies and Books Efficiencies		(41,021)	(41,021)
- Management Salary Increases		(40,925)	(40,925)
- Attorney Support Staffing	(0.50)	(34,708)	(34,708)
Legal Representation Subtotal:	(0.50)	(332,828)	(332,828)
Legal Transactions			
Strategic Support CSA			
- Agency-Funded Attorney Staffing Reduction	(2.00)	(216,622)	(216,622)
- Evergreen Smart Growth Strategy and Coyote Valley Specific Plan Legal Services		(100,000)	(100,000)
- Attorney Support Staffing	(1.50)	(76,117)	(76,117)
- Management Salary Increases		(40,925)	(40,925)
Legal Transactions Subtotal:	(3.50)	(433,664)	(433,664)

Office of the City Attorney

Budget Reconciliation (Cont'd.)

(2003-2004 Adopted to 2004-2005 Proposed)

	Positions	All Funds (\$)	General Fund (\$)
Investments/Budget Proposals Recommended (Cont'd.)			
Strategic Support			
Strategic Support CSA			
- Professional Development Program Suspension		(73,080)	(73,080)
Strategic Support Subtotal:	0.00	(73,080)	(73,080)
Total Investment/Budget Proposals Recommended	(4.00)	(839,572)	(839,572)
2004-2005 Proposed Budget Total	90.62	12,292,176	10,487,137

Office of the City Attorney

Departmental Position Detail

Position	2003-2004 Adopted	2004-2005 Proposed	Change
Account Clerk II	1.00	1.00	-
Accounting Technician	1.00	1.00	-
Assistant City Attorney	2.00	2.00	-
Associate Deputy City Attorney*	2.00	2.00	-
Chief Deputy City Attorney	3.00	3.00	-
Chief Trial Attorney	1.00	1.00	-
City Attorney	1.00	1.00	-
Deputy City Attorney	21.00	15.00	(6.00)
Legal Administrative Assistant	19.00	15.00	(4.00)
Legal Analyst II	16.00	13.00	(3.00)
Legal Services Administrator	1.00	1.00	-
Legal Services Manager	1.00	1.00	-
Network Engineer	1.00	1.00	-
Office Specialist II	3.00	3.00	-
Research Attorney PT	0.62	0.62	-
Senior Deputy City Attorney*	21.00	26.00	5.00
Senior Legal Analyst	4.00	4.00	-
Total Positions	98.62	90.62	(8.00)

* 1.0 Associate Deputy City Attorney and 1.0 Sr. Deputy City Attorney positions have been defunded and frozen for 2004-2005.